Dear School of Communication Sophomore:

The information contained in this folder is designed to help you make the most of your junior and senior years at Northwestern. It will introduce you to some of the many programs that can help you succeed in meeting your college goals, and start you thinking about how your education will affect your life after graduation. Additionally, there is information that will help you identify research and provide funding opportunities for independent academic and creative work in all fields of study. This packet includes:

<table>
<thead>
<tr>
<th>Northwestern Career Advancement (NCA) - Quick Guide for SoC Students</th>
<th>Résumé help</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCA FAQ Sheet</td>
<td>Interview practice</td>
</tr>
<tr>
<td>Office of Fellowships</td>
<td>Database of jobs and internships</td>
</tr>
<tr>
<td>Undergraduate Research Information</td>
<td>How to...make an appointment, information on Express advising and Industries Represented in CareerCat. Links to NCA, CareerCat and Non-work study jobs</td>
</tr>
<tr>
<td>Study Abroad – Important Links</td>
<td>Information on the Services the Office of Fellowships provides -How to apply for research and grant funding;</td>
</tr>
<tr>
<td>Study Abroad – FAQ Sheet</td>
<td>Information about funding for independent academic and creative work in all fields of study.</td>
</tr>
<tr>
<td>Special Course Opportunities</td>
<td>Links to program information, applications and resources</td>
</tr>
<tr>
<td>Co-Curricular Activities Flyer</td>
<td>Information on Study Abroad eligibility, money matters, transfer o SA credit and program offerings and options</td>
</tr>
<tr>
<td>Important Resource Links for Sophomores</td>
<td>Student Organized Seminars Independent Studies</td>
</tr>
<tr>
<td></td>
<td>Links to Student Activities Directory</td>
</tr>
<tr>
<td></td>
<td>Links to EPICS, Study Abroad, University Career Services and Undergraduate Research</td>
</tr>
</tbody>
</table>

If you have questions that aren’t covered by the information here, don’t hesitate to contact your adviser to discuss them.

Best wishes,

Kyla Katz
Senior Director for Advising and Student Affairs
School of Communication
Northwestern University
A Quick Guide to NCA

To Discuss... | Make an appointment with...
---|---
- Learning internship and job search strategies
- Researching industries
- Reviewing resumes and cover letters
- Preparing for interviews and mock interviews
- Networking skills and resources
- Negotiating internship and job offers/salary

- Deciding on an academic major
- Researching and exploring career paths
- Taking career assessments
- Applying to graduate school

Your Career Adviser

Your Career Counselor

<table>
<thead>
<tr>
<th>Your Career Adviser</th>
<th>Your Career Counselor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laura Myers, M.A.</td>
<td>Jeff Jenkins, M.S.</td>
</tr>
<tr>
<td>Career Adviser / Associate Director</td>
<td>Career Counselor / Senior Assistant Director</td>
</tr>
<tr>
<td><a href="mailto:laura-myers@northwestern.edu">laura-myers@northwestern.edu</a></td>
<td><a href="mailto:jjenkins@northwestern.edu">jjenkins@northwestern.edu</a></td>
</tr>
</tbody>
</table>

To make an appointment: Select the CareerCat tab from the NCA homepage. Log into CareerCat and select “Request a Counseling Appointment”.
1. **What is Northwestern Career Advancement (NCA)?**

NCA is the central career office for Northwestern. ALL services and resources are available to all students. There are also school-based offices (Medill, School of Communication, McCormick) that are only available to students enrolled in that school.

2. **What do we provide?**

   - **Individual advising and counseling**: 30-60 minute appointments in person, by Skype and telephone.
   - **Online career resources**: Including CareerCat, the central platform for career activities (events, information sessions, workshops) and job and internship opportunities.

3. **How do I meet with an NCA staff member?**

   Make an appointment through CareerCat:

   - I want an internship, but I don’t know what industry interests me
   - I need to write a resume
   - Choosing a major
   - Undecided on a career path
   - Internship/job search advising
   - Review of Application materials
   - Mock/practice interview
   - I’m confused about my major or career choices
   - I know what kind of internship I’m looking for, and I need help finding one
   - I need help with interview skills

4. **I have a quick question to ask. Do I really need an appointment?**

   For quick career-related questions and resume/cover letter reviews, meet with NCA staff during **Express Advising**, Monday-Friday between 2-4 p.m. without an appointment. Express Advising is in the Main Library, 2nd Floor, Core Reserve.
5. What kind of industries will I find in CareerCat?

A. Advertising, Marketing, Public Relations
B. Banking, Finance, Insurance, Real Estate
C. Communication, Entertainment, Journalism, Media
D. Agriculture, Farming, Natural Resources
E. Computer Science, Information and Internet Technologies
F. Biotechnology, Pharmaceuticals, Research and Development
G. Consulting
H. Communication, Entertainment, Journalism, Media
I. Computer Science, Information and Internet Technologies
J. Consulting
K. Consumer Products and Retail
L. Education and Research Institutions, Teaching
M. Energy, Sustainable (Green) Technologies, Utilities
N. Engineering, Manufacturing, Transportation, Aviation
O. Entrepreneurial/Start-Ups

6. I need a non-work study job. Where can I look?

Search for these types of jobs in Quadjobs, a central job portal for part-time or one-off jobs in the communities surrounding campus as well as non-work study on-campus jobs.

7. Three things to do this year that will set you up for success in the next three years:

- Complete your profile in CareerCat and select your career interests to get industry-specific emails about events, programs, and opportunities.
- Upload your resume to VMock for an online resume review.
- Schedule an appointment through CareerCat to explore your career options.
### What Is A Fellowship?

Fellowships are sources of funding that pay students and alumni to do a few different things:

- **Grants** for creative or research projects.
- **Scholarships** for academic study.
- **Internships** for professional development.

Fellowships are defined by the cohorts of people chosen to develop their talents together in support of a larger goal with guidance from mentors.

### Who Are We?

The Office of Fellowships serves as a resource center for students who are interested in applying for fellowships. If you’re working on a project of any type, talk to us—**there may be funding available you don’t know about**!

### Our Services:

- We hold **informational meetings** about major fellowships throughout the year.
- We run **fellowship competitions**; students may apply through Northwestern for major fellowships like the Rhodes or the Fulbright.
- We offer individual **fellowship consultations** to help you find a match between your intellectual interests and a competition.
- We provide **fellowship support**, from preliminary advice to essay feedback.
- We have a **library of useful information** to help you select fellowships to apply for and prepare your applications.

### Contact Us:

**Ph:** (847) 491-2617  
**Email:** fellowships@northwestern.edu

Check out our website for more information at [www.northwestern.edu/fellowships](http://www.northwestern.edu/fellowships)

*We paint the world purple, one Wildcat at a time!*  
Visit us at **1940 Sheridan Road**!
Here’s what OUR undergrads have to say:

“Doing research as an undergrad gives you the chance to grow intellectually in a self-directed way that the classroom doesn’t allow for.”

“The URG allowed me to be wildly ambitious and creative with my project, and really opened my eyes to the field of research.”

“It creates independence, fosters creativity, and forges working relationships with many different people.”

“Research as an undergrad places far more responsibility in the student’s hands and teaches them how to apply a genuine kind of curiosity.”

“Undergraduate research has been one of the most influential aspects of my time at Northwestern.”

Learn how to develop your interests into a project, use our guided search tool, find a lab, get tips on contacting faculty, and read about the types of grants we fund on our website:

undergradresearch.northwestern.edu

---

2017-18 DEADLINES

Academic Year
Undergraduate Research Grants
Tuesday, October 3
Tuesday, October 31
Tuesday, November 28
Tuesday, January 23
Tuesday, February 13

Circumnavigators Travel-Study Grant
Wednesday, November 15

Undergraduate Language Grants
Tuesday, January 30

Beckman Scholars Program
Friday, February 23

Summer Undergraduate Research Grants
Friday, March 16

Undergraduate Research & Arts Exposition
Sunday, April 15 (Poster submissions accepted through Sunday, April 22)

Creative Arts Festival
Sunday, April 22

Conference Travel Grants
Applications accepted on a rolling basis during the academic year

---

Look for us on social media!

URatNU
undergradresearchnu
@NorthwesternOUR

---

Our new location:
1801 Hinman Avenue
Evanston, IL 60208

Open weekdays (except University Holidays)
8:30am to 5:00pm
undergradresearch@northwestern.edu
847.467.0499

undergradresearch.northwestern.edu
THE THREE LITTLE PIGS ARE SO EXCITED ABOUT OUR GRANTS AND PROGRAMS:

Hey, come learn about the research process!

Now, develop and conduct your individual research project!

You're ready to rock and roll! Time to present and share your work!

Hey, come learn about the research process!

---

**Undergraduate Research Assistant Program**
Get paid to assist faculty on their research while gaining invaluable experience to prepare yourself to apply for an academic year or summer undergraduate research grant.

**Academic Year Undergraduate Research Grants**
Get up to $1,000 to cover expenses for your independent academic or creative project in any field.

**Summer Undergraduate Research Grants**
Get a $3,500 stipend to cover living and research expenses for eight weeks of full-time independent academic and creative work in all fields of study under faculty supervision.

**Circumnavigators Travel-Study Grant**
The once-in-a-lifetime $9,000 grant to spend the summer traveling the world researching a topic of your choice.

**Undergraduate Language Grants**
Get up to $5,000 towards the cost of intensive summer language study in the US or abroad.

**Conference Travel Grants**
Get up to $500 to present your research or original creative work at a conference.

**Undergraduate Research & Arts Exposition and Creative Arts Festival**
Our annual celebration of original research and creative work by Northwestern undergraduates, where prizes are awarded for the best poster, oral presentation, and creative arts entry.

**Beckman Scholars Program**
Beckman Scholars conduct laboratory research for two summers and one academic year. Students receive stipends of $6,800 each summer and $4,600 for the academic year. A total of six Scholars will be supported in 2017-2020.

---

Make an appointment to meet with us by completing an Advising Request on our website!

Are you receiving the Undergraduate Research weekly blast? Stay up to date on deadlines, new opportunities, events, and more! Visit our website to sign up!

Northwestern | OFFICE OF UNDERGRADUATE RESEARCH
Welcome to Study Abroad at Northwestern: http://www.northwestern.edu/studyabroad/prospective-students/index.html

Steps to Study Abroad: http://www.northwestern.edu/studyabroad/prospective-students/steps-to-study-abroad.html

Research Programs: http://www.northwestern.edu/studyabroad/prospective-students/choosing-a-study-abroad-program/index.html#research

Types of Programs: http://www.northwestern.edu/studyabroad/prospective-students/program-types/index.html

NU Sponsored Programs: http://www.ipd.northwestern.edu/#study-abroad

Affiliated Programs: http://www.northwestern.edu/studyabroad/prospective-students/program-types/affiliated-programs.html

Unaffiliated Academic Year Programs: http://www.northwestern.edu/studyabroad/prospective-students/program-types/unaffiliated-programs.html

Summer Programs: http://www.ipd.northwestern.edu/

Unaffiliated Summer Programs: http://www.northwestern.edu/studyabroad/prospective-students/program-types/unaffiliated-summer-programs.html

Eligibility Requirements: http://www.northwestern.edu/studyabroad/prospective-students/eligibility-requirements.html

Apply to Study Abroad: http://www.northwestern.edu/studyabroad/prospective-students/apply-now/index.html
Information for Students
How does study abroad work at Northwestern?

Frequently Asked Questions (FAQs)

VALUE OF STUDY ABROAD

Why should I study abroad when I worked so hard to get to Northwestern?
There’s more to life than just classroom academics; learning about different cultures while actually living them is an experience that cannot be replicated on campus. Study abroad helps build transferable professional and personal skills such as cross-cultural communication, foreign language ability, leadership, creativity and adaptability. It allows students to explore unique perspectives through the lenses of other cultural groups.

ELIGIBILITY

When can I participate on a study abroad program?
You are eligible to study abroad after successful completion of your first year at Northwestern.

Are there limitations to study abroad based on my major or school?
No! Students in all majors and from all undergraduate schools are eligible to study abroad.

When do most Northwestern students study abroad?
Most study abroad Fall quarter of junior year; however, based on your academic plans, it could make more sense to participate during sophomore or senior year. Working with study abroad staff and your academic advisers will be key to planning.

MONEY MATTERS

How much does studying abroad cost?
It depends on the location and duration of the program you choose. For some, it will end up being similar in cost or less expensive than a quarter at Northwestern, while for others it can be more expensive than staying on campus. The Undergraduate Learning Abroad website provides cost breakdowns by program.

Is financial aid available?
Absolutely! Northwestern financial aid may be used for participation on Northwestern-run and affiliated programs. Study abroad does not change your expected family contribution (EFC) and the Office of Undergraduate Financial Aid adjusts aid for the quarter(s) abroad based on your overall program costs.

Are scholarships available?
Yes, scholarships and grants are available through a number of on-campus offices. Additionally, various organizations and program sponsors offer merit- and need-based scholarships to offset costs.

CREDITS & GRADUATION

Will my credits transfer?
If you are approved to study abroad by Northwestern and take transferable courses for a letter grade and earn a “C” or above, you will be eligible to receive credit at Northwestern for classes taken abroad and, in many cases, to fulfill major, minor, distribution and other requirements.

Will I graduate on time?
Study abroad is considered an extension of your academic career at Northwestern and credits earned are eligible to count toward your overall degree progress. You should meet with your academic advisor to make sure that you can study abroad and still satisfy Northwestern’s Undergraduate Registration Requirement.

PROGRAM OPTIONS

Where can I study abroad?
With more than 130 programs in over 50 countries, Northwestern students have a large variety of options! The Undergraduate Learning Abroad website offers the most up-to-date listings of locations and programs that best
fit your interests. We currently offer programs in Africa, the Americas, Asia, Europe, the Middle East, and Oceania.

**What types of programs are available to Northwestern students?**
Northwestern offers a variety of program types during the academic year and summer. Some programs are university-based (e.g. students live in one place and take university courses), while others are field-based (e.g. focus more on fieldwork and independent research projects or internships). Some programs specialize in a particular area of study--for example, music, classics, environmental science, or social justice--while others offer general programs, with a full range of university and program course offerings.

**I am looking for programs specific to my major (e.g. Economics, Engineering, Pre-Med, etc.).**
Most programs offer a broad array of courses in many disciplines, giving you the flexibility to enroll in Economics and Political Science courses, for example, along with Art History, Literature, History and Sociology courses. Specific programs are available to cater to Music, Pre-Med/Pre-Health, Engineering, Theatre, Film and Math majors.

**NEXT STEPS**
As you explore the numerous study abroad opportunities available, we encourage you to:

**SAVE THE DATE!**
**Study Abroad Fair**
November 1, 2017 from 2-5:00 pm
in the Louis Room @ Norris.
*A great first step to learn more about NU opportunities!*

- **Set up a private appointment with an Undergraduate Learning Abroad Adviser,** who can help you identify goals, outline programs that align with your objectives, and review the application process.
- **Meet with Academic Advisers** to discuss overall degree progress, courses to take abroad, credit transfer, and other considerations.
- **Consult Northwestern Career Advancement** to determine study abroad terms that could impact job or internship timelines for your field.
- **Visit the Undergraduate Learning Abroad website** for the most recent list of study abroad programs: [http://www.northwestern.edu/studyabroad/programs/index.html](http://www.northwestern.edu/studyabroad/programs/index.html)

Questions? Don’t hesitate to contact Undergraduate Learning Abroad!
1-847-467-6400; [studyabroad@northwestern.edu](mailto:studyabroad@northwestern.edu)
Special Course Opportunities

**Independent Study**

399 Independent Study is available by petition to juniors and seniors who have a 3.00 GPA or better. As the title implies, such work involves independent investigation of topics not normally covered by the curriculum of the SoC. The work must involve careful faculty supervision and typically culminates in a written report.

In *rare* cases, exceptions are made for the GPA and class-level requirements. Recent grades, the nature of the study, and special circumstances are important considerations in these cases.

Pick up an Independent Study petition in the Student Resource Center (Frances Searle 1-102) or log onto [http://www.communication.northwestern.edu/student_resource_center/forms/399_IS_Form.pdf](http://www.communication.northwestern.edu/student_resource_center/forms/399_IS_Form.pdf)

After you get a signature from your faculty sponsor, turn the petition in at the Student Resource Center for Dean Sally Ewing’s approval. If the independent study is approved, that office will register you. If your petition is not approved, you will be notified.

Independent study applies to degree requirements exactly the same way as other 300-level courses offered by the department sponsoring your 399. The number of 399s that can apply to your major vary within the SoC, so check with your adviser to get the degree requirements for your major.

Petitions should be submitted by the recommended deadlines for the academic year on the petition.

**Student Organized Seminar**

CMN 396, A Student-Organized Seminar (SOS) consists of a small group of students under the sponsorship of one or more faculty members who organize a course to explore a specific topic not covered, but deemed appropriate to, the Northwestern University curriculum. Typically, a SOS comprises nine or fewer students. One or more School of Communication students take responsibility for developing the syllabus, organizing the weekly seminar work, advertising the seminar, distributing permission numbers, and attending scheduled sessions at the Searle Center for Teaching Excellence for guidance on how to effectively lead a seminar.

*The ground rules for all seminars are as follows:*

- The student organizers must be School of Communication students who enroll in the seminar. A copy of the proposal for the seminar and detailed syllabus are presented to and signed by the faculty sponsor and department chair. The forms must then be submitted to the Student Resource Center (Frances Searle 1-102) for the approval of the SoC Undergraduate Dean.
- Student organizers are required to meet with the Undergraduate Dean Sally Ewing for final approval of the seminar. A preliminary meeting to discuss the draft proposal is also recommended.
- In order to receive credit for the course, student organizers are required to attend scheduled training sessions at the Searle Center for Teaching Excellence throughout the quarter for guidance on how to effectively lead a seminar.
- A student may take or teach only one SOS per quarter, and must register for the class as pass/no pass. A student will be dropped from the class if this condition is not met.
- Eligibility requirements must be detailed and specific on the course proposal form and appropriate to the content of the seminar. There are to be no restrictions such as class or grade point average.
- All students completing the work in a seminar will receive one unit of elective graduation credit, on a pass/no pass grading basis. This unit of credit is not applicable to a major requirement.
The ground rules for all seminars cont.:

- There will be no compensatory reduction in other teaching duties for the faculty volunteer sponsoring a Student Organized Seminar. No faculty member should feel obliged to sponsor such seminars, and no Faculty volunteer will sponsor more than one seminar a year. A faculty sponsor agrees to attend at least 2 seminar sessions, including one during the first or second week of the quarter.
- The faculty sponsor gives grades for the seminar.
- In addition to an oral presentation, each seminar participant will produce written work, such as seminar papers, essay exams, journal entries, etc. Student Organizers will submit this course work to the Undergraduate Dean for subsequent review.

Prerequisites for Approval:

- Before the School of Communication can approve an SOS, the course format must be submitted in writing. A proposal must include the following information:
  - Title
  - Description and scope of the topic (be as specific as possible)
  - Names of the sponsoring faculty member(s) and student organizer(s)
  - Student organizer(s)’ addresses and phone numbers
  - Maximum enrollment
  - Reading list (the proposal must specify what reading will be required or suggested for all class members. If members are doing independent projects, their organization within the class format must be stated.)
  - Class requirements and the basis of final evaluation
  - Days, times, and numbers of class meetings per week
  - The signatures of the sponsoring faculty member and the Chair of the Department concerned

If the proposal is approved, a section number will be assigned and the student organizer will be given permission numbers for the course. The complete rules for submission and the course proposal form can be found at [http://www.communication.northwestern.edu/student_resource_center/forms/SOSDirections-Form.pdf](http://www.communication.northwestern.edu/student_resource_center/forms/SOSDirections-Form.pdf)
Interested in joining an organization on campus? **Wildcat Connection** is Northwestern’s student organization directory. There you can find the organizations’ social media pages, upcoming events, and contact information. With over 500 student organizations at NU, getting involved is only one step away.

Log-in here ➜ [https://northwestern.collegiatelink.net/](https://northwestern.collegiatelink.net/) with your NetID and password and enjoy!
Important Resource Links for Interschool Transfer Students 2017-18

Student Resource Center and Advising: http://www.communication.northwestern.edu/advising

The Student Resource Center is the Undergraduate Dean’s Office which is located on the 5th floor of the new Ryan Center for the Musical Arts, 70 Arts Circle Drive, office #134. This is the office to visit when you need to obtain or submit special registration forms; call to make an appointment with your advisor; or to make an appointment to see the Undergraduate Dean. The website has contact information for your Academic Advisor as well as other student resources including forms, links to the Undergraduate Guide, yearly guidelines, external links and support services.

EPICS (Office of External programs, Internships, & Career Services): http://www.communication.northwestern.edu/epics

Housed within the School of Communication (SoC) at Northwestern University, EPICS is here to support you with your career development throughout your time as a student. A wide range of information regarding our services is provided on our website.

External programs: http://www.communication.northwestern.edu/epics/external_programs/visiting_artists.php
Internships: http://www.communication.northwestern.edu/epics/internships
Career Services: http://www.communication.northwestern.edu/epics/career_services/seminar_series.php
Calendar: http://www.communication.northwestern.edu/epics/calendar

Northwestern University International Program Development: http://www.ipd.northwestern.edu/

The Office of International Program Development (IPD) provides coordination and support to international efforts on campus and works with all schools to promote internationalization and cross-school collaborations.

Global Health Studies: http://www.ipd.northwestern.edu/global_health/index.html
Study Abroad Programs with IPD: http://www.ipd.northwestern.edu/undergraduate/index.html
Fellowships: http://www.ipd.northwestern.edu/fellowships/index.html

Study Abroad Office: http://www.northwestern.edu/studyabroad/index.html

Interested in study abroad? Study Abroad Office staff and advisers are ready to work closely with you to help you connect your academic and personal goals to an international credit-bearing experience.

Why study abroad?: http://www.northwestern.edu/studyabroad/prospective-students/why-study-abroad/index.html
Steps to Study Abroad: http://www.northwestern.edu/studyabroad/prospective-students/steps-to-study-abroad.html
Choosing a Study Abroad Program: http://www.northwestern.edu/studyabroad/programs/index.html
Important Resource Links for Interschool Transfer Students 2017-18

University Career Advancement: http://www.northwestern.edu/careers

The mission of University Career Services is to foster excellence in career development, preparation, and professional opportunity for undergraduate and graduate students and alumni by providing comprehensive services and programming and by promoting strong partnerships with employers, academic departments, and the university community.

Student Resources: http://www.northwestern.edu/careers/job-intern-prep/resources/index.html
Career Cat: requires net id logon: https://websso.it.northwestern.edu/amserver/UI/Login?
UCA Sponsored Student Events: http://www.northwestern.edu/careers/job-intern-prep/on-campus-recruiting/index.html

Undergraduate Research at Northwestern: http://undergradresearch.northwestern.edu/

The Office of Undergraduate Research has three primary aims:
1. To run NU’s grant and other programs and to help students enrich their undergraduate experience.
2. To work with other Northwestern departments and units that support similar programs, seeking to streamline and coordinate communication and resources. Their search engines are an example of this type of work.
3. To help students learn about research opportunities and prepare to apply. Their web site is designed to help students understand and identify opportunities for getting involved.